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Executive for Personnel and Administration

5 February 1947

Chief, Finance Division

Civilian Personnel Ceilings

See attached

25X1A

A departmental civilian personnel ceiling of [redacted] positions has been established for the Office of Executive for Personnel and Administration for the quarter ending 31 March 1947. This is inclusive of military personnel assigned. The number of departmental civilian employees assigned to the Office of Executive for Personnel and Administration will not exceed the established ceiling of [redacted] positions between now and the end of March, without the personal approval of the Deputy Director.

25X1A

If operational necessity requires the employment of personnel in excess of established ceilings, a request for an increase should be prepared in duplicate and forwarded to the Chief, Finance Division. This request shall contain a complete and detailed justification for the requested increase. All requests and justifications for changes in established personnel ceilings will be reviewed by the Advisor for Management and the Executive Director.

For Planning purposes the following tentative departmental personnel ceilings have been established by quarters:

25X9A2
 30 June 1947
 30 September 1947
 31 December 1947
 31 March 1948
 30 June 1948

[redacted] (Inclusive of assigned military personnel)
 [redacted] (Inclusive of assigned military personnel)

Changes in the above ceilings will be dependent upon the total overall departmental ceiling approved by the Bureau of the Budget and the amount of available funds.

At the beginning of each quarter your office will be advised as to the actual departmental personnel ceiling for the quarter.

ERS:RJ
 cc: Adv. for Mgmt.
 Chief, Personnel Div.
 Finance (2)

Edward R. Saunders.....
 Chief, Finance Division

25X1A9a [redacted]

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